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SUMMARY OF FUNCTIONS AND OPERATIONS
OF
OFFICE OF DISTRIBUTION REGIONALIZED SERVICES

MIDWEST REGION

CHICAGO, ILLINOIS
MARCH, 1944

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OFFICE OF DISTRIBUTION REGIONALIZED SERVICES
MIDWEST REGION

February, 1944

In September, 1942 certain functions of the Office of Distribution, War Food Administration, then the Agricultural Marketing Administration and later Food Distribution Administration, were regionalized. Five states, Illinois, Indiana, Michigan, Ohio, and Wisconsin, comprised the Great Lakes Region with headquarters at Chicago, Illinois. In November, 1943 a consolidation of regions added six additional states, Iowa, Missouri, Nebraska, Minnesota, North and South Dakota, to the Great Lakes Region and the eleven state region thus formed comprises the present Midwest Region.

The Regional Director in charge of the Midwest Region has been given the responsibility for planning, directing and coordinating all Office of Distribution programs and activities within the region and for representing the Administration in relationships with other agencies and with the public. He was also given the responsibility for administering certain regionalized services of the Office of Distribution, including the administration of domestic distribution, plant expansion and conversion, Section 32 purchases and certain other procurement activities, market news and food order programs. This work is to be done with the general policy and technical direction of the Washington branches and divisions. He is further responsible for the supervision of the activities of Office of Distribution representatives on the state War Boards. In order to carry out these responsibilities it has been necessary to establish certain service and operation divisions which are discussed briefly in this report.

STATE AND AREA FIELD OFFICE ORGANIZATION

The field office organization for the operation of the regionalized functions of the Office of Distribution consists of a state office in each of the eleven states and a number of area offices within each state. During the past year the state offices have been strengthened to handle the additional functions which have been decentralized to the field. The personnel in a state office consists of a State Supervisor, Assistant State Supervisor, one to three State Program Assistants and necessary clerical and stenographic help.

The area staffs have also been strengthened and adjusted from time to time to conform with their new and expanded functions. Early last year the area offices in the six states in the old Midwest (Des Moines) Region were abolished. Shortly after the meat program was launched it became necessary to re-establish them. This has now been completed.

At the present time there are 91 areas in the Midwest Region, as follows: Illinois - 9, Indiana - 8, Iowa - 9, Michigan - 9, Minnesota - 10, Missouri - 10, Nebraska - 7, North Dakota - 4, Ohio - 10, South Dakota - 6, Wisconsin - 9.

The area personnel consist generally of only one Area Supervisor, although in a few of the larger areas there is also an Assistant Area Supervisor. The area offices have been located whenever possible so that two or more areas are operated from one office. This has proven to operate very satisfactorily and has been much more economical because we have found that one clerk-stenographer can handle the work for at least two areas and in addition there has been the saving in office rentals and other office overhead costs.

The state and area offices are at present responsible for the operation of the following programs:

1. Food Order Education
2. Community School Lunch Program
3. Agricultural Achievement "A" Awards
4. Clean Plate and other food conservation programs
5. Development of state and local Industry Advisory Committees
6. Container Salvage
7. Facility Security Program
8. Meat Program
9. Direct Distribution of Commodities to schools, institutions and welfares
10. Handling of special marketing conditions and situations
11. Victory Food Selections and other merchandising programs
12. Office of Distribution representative on state and county War Boards and Nutrition Committees

13. Obtaining from the industry, reports on the movement of rationed and non-rationed foods.
14. The purchase of some commodities to support prices or to relieve temporary surpluses.
15. War Food Play (It's Up To You).
16. Member of Post-War planning committees (State)

ADMINISTRATIVE SERVICES DIVISION

The Administrative Services Division handles and clears for the Regional Office and over 250 field offices all matters relating to general office services, including the renting of space, supply and service contracts, procurements of all kinds, and preparation of transfers and inventory records. It also handles mimeographing and distribution of materials and maintains a central filing unit and communications service for the Regional Office. In all, the administrative needs of approximately 4,000 employees are handled. A total of 440 contracts was processed during the past year for transportation, office space, garage space, electricity, procurement, and miscellaneous subjects.

A regional warehouse is maintained for the stocking of supplies and forms from which the regional and field offices are supplied. A perpetual inventory card record of warehouse supplies is maintained. In the course of a year the division processes approximately 1200 purchase orders, 1100 orders from field offices, and 300 requisitions against Washington stock. From 5,000 to 6,000 bills of lading are prepared annually for shipments emanating from the regional warehouse and Regional Office.

A complete record of all non-expendable property located in the field offices and in the Regional office is maintained. Such property totals approximately 18,000 items. During the past year 3,000 pieces of property were acquired by purchase or transfer from other federal agencies. Likewise, considerable property was disposed of by transfer to other federal agencies, or disposed of by sale or otherwise, as unserviceable. Transfers of property between field offices and the Regional Office necessitates the processing of approximately 1,500 transfer reports annually.

The division maintains a reproduction unit for mimeographing and multilithing forms and many types of releases such as memoranda, press notices, market news reports, etc. In all, over 50,000 impressions are made daily. The division is responsible for administrative distribution of all food orders and handles the direction of the mailing lists on food orders serviced by the R. L. Polk Company.

A central mail room for handling incoming and outgoing mail of the Regional Office is maintained by the division. Messenger service is provided for the distribution of mail and other material between divisions in the Regional Office. Approximately 300 pigeon holes are required to sort the mail and during the month of January 5,000 pounds of incoming and 14,000 pounds of outgoing mail was handled.

A central files unit is maintained for the Regional Office, where two copies of every outgoing letter are received, one copy of which is filed alphabetically by addressee, and the other of which is filed by subject. During January, 7,289 letters were filed alphabetically; and 15,572 were filed subjectively. Approximately 1,500 requests are made monthly for material on file.

The division operates a telephone switchboard, which is a three position board with 160 terminals. During January 35,000 local calls were handled, divided almost equally between incoming and outgoing calls. Incoming long distance and toll calls totalled 3,400 during January, and 2,500 outgoing long distance and toll calls were placed. Inter-office calls totalled 12,000 during January.

Administrative direction of leased wire circuits totaling 3,000 wire miles in the Midwest Region is handled by the division. The leased wire service is primarily for the distribution of market news reports, but also handles a sizable volume of administrative messages.

FISCAL DIVISION

The Fiscal Division is responsible for all Fiscal activities within the region except budgetary functions. The division is composed of four sections. The Accounting Section accounts for all expenditures made in the region from trust and appropriated funds. The expenditures made from such funds for the period July 1, 1943 through December 31, 1943 amounted to a total of \$16,404,539.88. Approximately 50,118 documents were processed in accounting for these expenditures. A total of 1,338 reports also were prepared and submitted during this period.

The Cashier and Payroll Section prepares the payrolls for over 4,000 employees who are headquartered in the eleven Midwest states. Records are maintained for each of these employees to show earnings, retirement contributions, income tax deductions, and participation in war bond purchases. The billing for amounts due the administration from sales of property, services rendered, or other sources except trust fund operations are handled by this section. The collections from July 1, 1943 through January 31, 1944 amounted to \$382,791.13 and represented 1,445 items. This section is also responsible for custody and disposition of all negotiable instruments held in the region such as transportation requests, tax exemption certificates, negotiable warehouse receipts, bonds, postage stamps, car tokens, or commutation tickets.

The Voucher Review Section is responsible for the audit and certification of all payrolls, administrative expense vouchers and vouchers covering the purchase, transportation, storage, and disposition of agricultural commodities in the region through diversion, sale, lend-lease, refugee relief, exportation, and domestic consumption,

territorial emergency, or other authorized programs. Vouchers certified for payment by this section from July 1, 1943 through January 31, 1944 totaled 117,944 and amounted to \$619,823,103.65, including the aforementioned \$16,404,539.88 recorded on the Accounting Section records. The difference represents expenditures from corporate funds of the Commodity Credit Corporation for which accounts are maintained by the Commodity Accounting Section of the Finance and Accounts Division in New York City.

The Audit and Fiscal Examination Section handles accounts which involve the collection or expenditure of public or federally controlled funds. These include cost studies of operations of processors, examination of accounts of sponsoring agencies participating in WFA programs and examination of accounts pertaining to any Fiscal operation which involves the collection, allocation, disbursement or disposition of federally controlled funds.

PERSONNEL DIVISION

The Regional Personnel Division directs and administers an over-all personnel program for the Midwest states for both regionalized and non-regionalized Office of Distribution activities. Authorities have been delegated to the division to effect appointments and process all actions with a few exceptions on positions up to and including Grade CAF-11 and P-4. Recommendations for actions above these grades are processed in the regional division after approval from Washington. The organization of the Regional Personnel Division consists of the Office of the Chief, Employment Section, Classification Section, and Employee Training and Relations Section.

The Office of the Chief, gives general direction to the activities of the division as a whole and conducts investigation of disciplinary cases. Approximately 60 disciplinary cases are handled each month, ranging from indebtedness of employees to more serious violations of Departmental regulations. This office also conducts investigations concerning new employees.

The Employment Section conducts a placement program for all offices within the region and is responsible for maintenance of personnel files, leave records and retirement records for approximately 4,000 employees in eleven states. Average monthly personnel actions processed total about 675; interviews, 400; mail applications, 100; leave applications (sick and annual) 3,300; retirement records for persons leaving the administration, 150; filing of correspondence, forms, etc., about 12,000. Monthly reports for the Washington Personnel Division, the Byrd Committee and the Civil Service Commission are prepared from the records maintained in this division.

The Classification Section makes surveys, conducts investigation of individual positions, prepares organization charts, job sheets, etc., and maintains records of all positions by number and location. Twelve surveys have been made of entire divisions or offices involving approximately 1,300 newly established or re-described positions. Approximately 400 individual positions have been investigated.

The Employee Training and Relations Section provides counselling service for employees in an effort to aid them in more efficient performance of duties. A Personnel Pool supplies typists and stenographers for temporary periods and conducts indoctrination courses for new employees in the stenographic and clerical field. Administrative work in connection with the Efficiency Rating Program and military deferment requests are handled by the division. An Emergency First-Aid Room has recently been established with a registered nurse in attendance.

MARKETING REPORTS DIVISION

All phases of public relations for the Office of Distribution, Midwest Region are coordinated and directed by the Regional Marketing Reports Division. This division maintains close contacts with newspapers, trade journals and farm publications and serves them through the preparation on a regional level of special articles on Office of Distribution and War Food Administration activities and channeling to them of material received from Washington branches and divisions.

Two hundred thirty-eight radio stations in the Midwest Region are furnished with spot announcements on food items in temporary abundance. Of these, thirty-five stations regularly use a script entitled "Agriculture in Action," a 15-minute program prepared in the Regional Marketing Reports Division, which highlights Office of Distribution and War Food Administration activities. One hundred sixty-eight stations use regularly "Radio Round-up," a service originating jointly in Washington and the Regional Office for homemakers' programs. Fifty-nine special 5 to 15-minute radio scripts for presentation by Regional Office and field office personnel were prepared during the year. Twelve broadcasts were arranged for Washington officials, and 12 special radio broadcasts on which regional personnel appeared were handled. Marketing Reports Division personnel voiced four programs on national radio networks. Fifty-two consumer broadcasts were prepared for the National Broadcasting Company and our personnel voiced 272 consumer broadcasts over 4 Chicago radio stations. "War-time Food Bulletin," a semi-weekly federal food reporter summary of "best buys" is furnished to 156 radio stations, news publications, professional nutritionists, hospitals, consumer organizations, restaurants, etc.

During 1943, 262 press releases were made to daily and weekly newspapers, neighborhood weeklies and trade journals in eleven Midwest states on a wide variety of subjects and programs sponsored by the Office of Distribution.

Nine special articles for Chicago newspapers were prepared on such subjects as alternate foods under point rationing, the national food supply and its relation to the war effort, "Your Meat's OK if it's Stamped U. S.," community school lunch program, food waste, poultry and egg production, Victory gardens. A dozen special magazine articles were prepared.

This division prepares speeches and discussion outlines for Regional Office personnel, as well as field officials who are quite frequently called upon to address various civic organizations, industry meetings, and other groups.

An excellent degree of cooperation has been obtained through radio and press outlets on special merchandising and Victory Food Selection programs handled by the division in collaboration with other action and commodity divisions of the Regional Office. Some of the outstanding programs of this nature include those on potatoes, spinach, and eggs. A Victory Food Selection on cabbage is now in progress.

The Regional Marketing Reports Division prepared an information handbook on meats for use by State and Area Meat Marketing Supervisors and County War Meat Committees early in the year. The division has cooperated with the Food Order Education Division on a number of additional food order manuals since that time.

Exhibits on food allocations, dehydration, and Food Fights For Freedom were planned, assembled, and displayed at the Fall Harvest Festival at Soldier's Field, the Blackstone Hotel, and the Drake Hotel. Photographs, posters, newspaper mats, movies and slide films were distributed widely during the year. A slide film narration of the Lansing, Michigan Clean Plate test campaign was made by the division. Copies were later made for use in other states in the region and furnished to the Washington office. Distribution of printed informational material on Food Fights For Freedom, food conservation, nutrition, etc., to nutrition committees, civic organizations and others is channeled through the Regional Marketing Reports Division.

The division, in cooperation with regional nutritionists, released 168 issues of "Vitamins for Victory," a special food information and menu service to the United Press, for use on its radio circuit. This press agency was also furnished with 313 issues of a daily and weekly market news summary on livestock, fruits and vegetables, grain and dairy and poultry products. The National Broadcasting Company was supplied with 52 weekly market news summaries. Special market news reports - seasonal - on spinach, sweet potatoes, and turnips were furnished to Southern Illinois and Missouri radio stations. Special weather reports were furnished to Stevens Point, Wisconsin for daily broadcast over the Wisconsin network.

The "Daily Market Digest" - a mimeographed summary of livestock, fruits and vegetables, eggs, butter, poultry and grain markets, with a farmer circulation of 1500 was released 192 times. The War Meat Board was furnished with 33 weekly reports on receipts, market summaries and other information on livestock.

The division provided advisory assistance to Midwest market news offices in the preparation and dissemination of market news reports.

PROGRAM APPRAISAL DIVISION

The Regional Program Appraisal Division functions in an advisory capacity to the Regional Director on all Office of Distribution programs conducted on the regional level. Representing the Washington Program Appraisal Branch in the field, this division also serves to co-ordinate the regional problems with national marketing and distribution programs. It is the function of this division to make periodic appraisals to determine whether or not the programs are functioning according to design and to make recommendations for program changes or adjustments that may be needed to assure maximum effectiveness of our War Food Program.

Commodity situation analyses in the light of program activities have been made by the division pertaining to livestock, eggs (shell and dried), ice cream, butter, dried milk (skim and whole), grapes, apples, potatoes, tomatoes, and onions.

In surveying marketing facilities in the region, determinations have been made concerning the needs of commercial fruit and vegetable growers for equipment and repair parts. The refrigerator freight car situation, geographic distribution of processing facilities, movement of foods in retail channels, retail food store discontinuances, and salvage of used containers are some of the other phases of the marketing facilities which have been examined. The Regional Program Appraisal Division also made a study to determine the war-time effectiveness of the federal market news service.

Appraisals of current administration programs of the Regional Office have been made on school feeding programs, the livestock permit system, home and community canning, Clean Plate Club campaigns, Victory Food Selection program and price support programs for potatoes and eggs. In the Food Order field the division has made valuable recommendations concerning such commodities as grapes, apples, ice cream, onions, and meat.

Comprehensive investigations dealing with marketing or distribution problems relative to dried skim milk, dehydration facilities, and ice supplies have been made by the Regional Program Appraisal Division.

Sound Economic appraisals of anticipated marketing problems are of special importance in post-war planning. With the Regional Director being appointed Activity Leader for the Midwest states, part of the professional facilities of the division have been devoted to the study of post-war adjustments necessary to minimize the impact of the termination of hostilities on the marketing and distribution of agricultural products. Numerous contributions have been made to the U. S. D. A. Regional Committee on Post-War Programs.

CUSTODY AND DISPOSITION DIVISION

The Traffic Services Unit of this division maintains transit records of all shipments stored in the Midwest Region and issues Government bills of lading and notices to deliver, whether from vendors or from warehouses. FSCC commodities are stored in approximately 350 warehouses in the Midwest Region. It is the function of this unit to route such shipments over the lowest freight routes, thus insuring the utmost economy in transportation charges. Protective services necessary to adequately protect shipments from origin to destination are designated. Documentation of these shipments is performed by this office.

During the month of January, 1944 this office issued 10,095 Government bills of lading. Daily teletype contacts are maintained with various FSCC offices throughout the country.

Complete records on commodities purchased from vendors in the Midwest Region are a function of the order, transportation and delivery unit. When necessary, arrangements are made covering repackaging, reconditioning, icing, handling, stenciling, bracing, and other miscellaneous services which are not covered by contract. This unit handles the administrative work in connection with the transfers of title of commodities with the American Red Cross and Army Quartermaster Corp and maintains availability records on purchases of cheese and butter from the Dairy Products Marketing Association.

INDUSTRY OPERATIONS DIVISION

The Regional Industry Operations Division assists the Regional Commodity Divisions and the food industry in handling priority and manpower problems. It serves as the contact point with such Governmental agencies as War Production Board, War Manpower Commission, and War Labor Board. It also acts in an advisory capacity to the Regional Director on policies and activities involving the food industry.

Administrative work and supervision of the state and area supervisors incident to the awarding of Achievement "A" Awards is handled by this division. Processors who are indicated to be performing outstanding operations are surveyed to obtain factual information indicating volume of processing, quality of product, labor management relations, absenteeism, safety, security, and cooperation with governmental agencies. Data gathered in this way is supplied to Washington for final determination of the awards. Plants receiving awards are contacted and arrangements made for the public presentation ceremony. Approximately 100 nominations have been processed during the past year, and 21 awards have been made to date.

Another important function of the Regional Industry Operations Division is the administrative direction of the state and area supervisors in organizing and servicing the local food advisory committees. This work is performed in cooperation with the Regional Civilian Food Requirements Division. Seventy such committees are functioning in the Midwest Region. These committees are used in a two-way program of presenting Office of Distribution programs and policies pertaining to food processing, distribution, and conservation (while in trade channels), as well as a means of receiving from trades people suggestions and recommendations on problems needing governmental attention in the food distribution field. These committees have been of material service in getting food distributed in many locations where there was an inadequate supply due to various causes.

The program of Facility Security is carried out by the Regional Industry Operations Division in collaboration with the Office of Civilian Defense, the Army, and the Department of Justice. The program involves protection of food products, fibres, naval stores, and vegetable oils against fire and other destructive acts or omission. Approximately 785 facilities have been surveyed to date.

In cooperation with the State Extension Services, State Departments of Agriculture, War Production Board, and others, this division has taken an active part in a program to salvage used fruit and vegetable containers for re-use. Approximately 200 cars of used containers were shipped from this region in December, 1943 to growers in Florida, Texas, Arizona, and California.

Administrative direction incident to the production of the War Food Play, "IT'S UP TO YOU," is handled for the Regional Office by the Industry Operations Division. The play forcibly portrays the importance of food as a weapon of war. Sixteen productions have been presented in the Midwest Region to date, with 16 additional showings scheduled.

CIVILIAN FOOD REQUIREMENTS DIVISION

School Lunch

The School Lunch Program has developed progressively during the 1944 Fiscal year under the administration of the Regional Civilian Food Requirements Division. An allotment of \$11,903,400 was allocated to the eleven states comprising the Midwest Region. Of this amount, \$9,968,958.47 has been encumbered as of January 31.

Programs are operating in 885 of the 950 counties in the region. Contracts have been approved with 5,593 sponsoring agencies, covering a total of 9,205 schools. These schools have an enrollment of 2,579,204, and it is estimated that 1,444,942 children are being served lunches. As of January 31, 475,374 "A" type lunches, providing 1/3 to 1/2 of the day's nutritional requirements; 179,836 "B" type, providing a lighter lunch; and 753,942 "C" type lunches, milk only, were being served.

The number of vouchers or claims for payment from sponsors which have been received by the Regional Fiscal Office as of January 31 totaled 9,264, representing claims for \$1,491,520.81.

Supervision of administrative inspection reports by area supervisors is provided by the Regional Civilian Food Requirements Division. Auditing of contracts is handled jointly by this division and the Regional Fiscal Division.

Considerable work has been done to broaden existing feeding facilities in school systems in large urban areas, notably in Chicago and Detroit. Our regulations excluded cafeteria programs from indemnification except for "C" type lunches. The Chicago public school system converted from a system under which the students selected the items in their lunch to a complete luncheon for all children. As a result thousands of children in this defense area now have the benefit of a complete nutritionally balanced luncheon. The Detroit school system was at first approved for a milk program. As a result of our indemnification system the Detroit school system expanded its program to reach 25% more children than had been getting milk at the regular cafeteria prices. Later the school officials decided to convert to a complete meal service with Office of Distribution indemnification. This program should be very beneficial to children of defense workers in the large industrial area of Detroit.

Direct Distribution

Direct Distribution activities in the Midwest Region during the 1943 Fiscal year covered distribution of 25,767,257 pounds or approximately 616 carloads of commodities to eligible public assistance cases, school lunch programs, institutions and organizations, and child care centers. The number of persons receiving these commodities total 162,825.

Commodities distributed were as follows: dry skim milk, evaporated milk, whole dried eggs, oat cereal, wheat cereal, cornmeal, graham flour, white flour, canned grapefruit, dried prunes, canned prunes, dry beans, fresh string beans, cabbage, carrots, potatoes, pork and beans, canned tomatoes, peanut butter, dehydrated soup, shelled walnuts. At the present time commodities are made available to the Midwest states when the administration may find it necessary to make purchases of agricultural commodities for removal of seasonal surpluses, price stabilization purposes, and for utilization of Lend-Lease commodities which cannot be used as originally planned. The Midwest Region clears a large volume of relief shipments originating in this region for shipment to other regions.

Industrial Feeding

In response to requests from industry or other governmental agencies for assistance in planning the establishment and operation of food services in industrial plants, 88 plants were visited by the two industrial feeding representatives of the Midwest Regional Office between February 1, 1943 and January 31, 1944. These plants

represented an employee working force of 679,300. Information received in this office indicates that this service was greatly appreciated by the plants visited and improved food services to employees have developed. To expedite the industrial feeding program a regional inter-agency committee on food for war workers has been established. The Office of Distribution industrial feeding specialists carry on extensive work with local and state nutrition committees in furtherance of the industrial nutrition program. Industrial publications, newsletters, and other printed materials are distributed in quantities to war industries upon request. Information has been distributed to war industries promoting a more extensive use of surplus foods and efforts have also been made to effect economies in the use of critical materials by industrial food service.

Food Conservation (Clean Plate Club)

Late in the summer of 1943 Lansing, Michigan and Kansas City, Missouri were selected as test cities in which to measure the value of intensive publicity campaigns aimed toward the reduction of food waste in the home and in all places dispensing and serving food. The programs were publicized as "Clean Plate Clubs" through the media of the press, radio, posters, pamphlets and public talks. They were conducted and sponsored by interested local groups. Food waste gathered by the two sanitary service companies was weighed before and after the campaign and comparisons made. The enthusiastic response which the campaigns received and the convincing statistical evidence of campaign effectiveness in the form of a substantial reduction in food waste, influenced a decision to launch similar campaigns throughout the Midwest Region.

To date 79 cities and areas with a total population in excess of five million have conducted or are conducting clean plate club campaigns. Twenty-one additional cities with a total population in excess of two million are scheduled to conduct clean plate campaigns in the near future.

Food Preservation

In January of 1943 the Midwest Region arranged for the allocation on a loan basis of canning equipment acquired from WPA to communities interested in sponsoring cooperative canning projects. Complete records are available at the present time covering only the five original Great Lakes states. A total of 81 community canning projects in these states was aided by the Office of Distribution equipment during the 1943 canning season. Approximately 28,000 participating families canned 226,781 lbs. of fruit; 1,702,012 lbs. of vegetables; 42,071 lbs. of meat and poultry; for a total of 1,970,864 lbs. of food. Almost half of the project sponsors contributed a part of the food canned to schools operating school lunch programs.

The Regional Civilian Food Requirements Division processes applications for preference ratings for any new items of canning equipment desired by interested sponsors, and transmits the applications to the Civilian Food Requirements Branch in Washington for final approval. Many such applications are being received for equipment to be used during the approaching canning season.

Since it has been demonstrated that interest in community canning projects is developing rapidly for the 1944 canning season a national food preservation workshop was conducted at Pekin, Illinois the last half of January. Practical demonstrations were given by qualified persons covering the various steps and methods necessary for the proper canning of food. Similar training projects are being conducted at convenient locations within the Midwest Region as a follow-up to the national workshop. Representatives from Extension Service, state vocational education, Victory Garden committees, state nutrition committees, Indian Affairs, and Farm Security Administration have been invited to attend the regional training schools.

COMPLIANCE DIVISION

This Division is responsible for (1) making all investigations and audits necessary for the enforcement of all Food Orders, (2) auditing the books of the Dairy Products Marketing Association in connection with the purchase annually of some 210 million pounds of butter and 189 million pounds of cheese for Government account, (3) auditing the books quarterly for 25 Milk Market Administrators, (4) installing accounting systems for 47 Market Agents under Food Distribution Order No. 79, (5) investigating fraud cases under Lend-Lease Purchase Program, and (6) fraud in connection with School Lunch Programs, (7) making cost analyses in about 200 fruit and vegetable, egg, and milk dehydrating plants, to serve as a basis for negotiating Government contracts, and (8) enforcing the Commodity Exchange Act.

Between March 1, 1943 and January 1, 1944, 2,442 complaints alleging violations of Food Orders were received, of which 323 were pending at the close of the year. Investigations or audits have been conducted on 1,417 cases. Warning letters were issued on 600 cases and 464 were handled by adjustments or referred to other agencies, and 987 cases were closed without further action because violation was not substantiated by the facts disclosed. Administrative civil or criminal action has been taken or is pending in the Regional Attorney's Office on 68 cases.

FOOD ORDER EDUCATION SECTION

Recognizing the need for a comprehensive program of food order education as an aid to enforcement of the Food Distribution Orders, a program was inaugurated on October 1, 1943 to develop and carry out food order education in the Midwest Region. Through a series of preliminary committee meetings it was determined that first emphasis would be placed upon the most active and general food orders, particularly FDO No. 1 and FDO No. 8. A compliance manual on each of these food orders was prepared as a means of educating the state and area supervisors with respect to these orders and indicating the service to be rendered to the public in connection with them. The educational program was developed with the view of enabling each area representative to function as an information and servicing agent on each order in his area.

The education of the area supervisors was begun through a series of state and area meetings throughout the region late in 1943 and early in 1944. At these meetings the education program was presented, the place of the area supervisor in carrying it out was emphasized, and each commodity specialist in turn discussed the orders and the particular service the area supervisors could render thereon.

Arrangements were made with the Secretaries of the state bakers' associations and the state ice cream manufacturers' associations in each of the 11 states in the region to cooperate with the Office of Distribution in a series of industry meetings which would provide opportunity for educational work among persons affected by the orders.

Cooperation on the part of the bakers' associations has been very gratifying, and in the first four months of the program over 70 bakery industry meetings were held in this region. Attendance at these meetings ranged from 12 to over 3,000 persons. At each meeting steps were taken to organize informal local industry advisory committees to aid in giving information to members of the industry and to assist in publicity concerning the orders.

With the helpful cooperation of the ice cream industry associations 67 meetings of ice cream manufacturers, covering both manufacturers and counter freezer operators, have been or will be held in connection with the educational program on the frozen dairy foods and mix order. Practically all of these meetings are to be held during February and March.

Arrangements are being made with the R. L. Polk Company to provide each area supervisor with lists of all industries in his area which come under food orders, so as to better enable him to conduct both personal and group educational services. The state and area supervisors will assist in completing any lists which are inadequate by submitting additional names of industries affected.

As a means of furthering the educational program the chief of each division in the regional office having to do with food orders has been requested to work out such material as will enable the area supervisor to fully understand not only the orders themselves, but also to have pertinent information concerning the industry to which the orders relate.

MEAT ORDER SECTION

The Meat Order Section of the Regional Office has been concerned with the administration of FDO 26, 27, 61 and 75, and their amendments.

Registration of slaughterers under Orders 27 and 61 was effected through the County War Boards and County Meat Committees. A review of all slaughter-permits by our State and Area Supervisors and

personnel of the Regional Meat Order Section involved a great amount of work since approximately 28,000 slaughterers' records for the base period 1941 were involved. As a result of this review, there have been licensed in the Midwest Region 774 local slaughterers, 5,882 butchers, 2,047 custom slaughterers, and over 20,000 farm slaughterers permits authorized. In addition, the regional office is charged with the administration and licensing of 185 commercial slaughterers.

A recent tabulation of the quota bases by species by reporting periods, and by class of slaughterers discloses that licensed local slaughterers have been authorized a total quota base of all species of 433,505,000 pounds of meat (dressed weight). Butchers who are required to report monthly have been assigned quota bases equivalent to 244,410,000 pounds of meat (dressed weight) for all species. The non-reporting butchers have been assigned quota bases equivalent to 49,064,000 pounds of meat (dressed weight) for all species. The total quota bases of local slaughterers and butchers amounts to 726,979,000 pounds of meat (dressed weight) for cattle, calves, sheep and lambs, and hogs.

The amount of slaughter as represented by farm slaughter permits has not been tabulated. A conservative estimate would run approximately 8 to 10 million pounds.

At the present time, the regional office is mailing monthly reporting forms to 3,907 slaughterers. Often it is necessary to mail a second request to secure information required. The amount of slaughter by species by classes of slaughterers must be listed, posted, and a summary tabulation made for each month, copies of which are forwarded to the War Meat Board and the Washington Office.

During the review, there was a total of 1,553 permits cancelled as of November 1, 25 of which were for sanitary reasons, 1,340 for lack of substantiating slaughter history, 89 who had discontinued slaughtering, 70 who had voluntarily surrendered their permits, 29 who had received permits in error or through misrepresentation.

The Regional Office has been busy reviewing, tabulating and issuing licenses, recording reported slaughter and answering a large volume of mail that continues to flow, even though quota restrictions have been suspended. The field force, at the present time, are concerned with the administration of provisions of the Order, contacting slaughterers, checking for compliance, assisting with reports, petitions, applications and general food order education work.

DAIRY AND POULTRY DIVISION

Acting as the focal point of the regional activity in the administration of all Food Distribution Orders affecting butter, milk, cheese, eggs and frozen dairy foods, the Regional Division of Dairy and Poultry has rendered a great deal of service to members of the trade and the general public, as well as the Administration. This has been accomplished through the maintenance of trade contacts, answering general questions, providing interpretations and handling

petitions for relief from hardship under these orders. The Division also tabulates and analyzes reports on frozen dairy products, FDO No. 8, which are submitted monthly by some 2400 firms. Technical supervision and advice is provided by members of this Division to the State and Area Supervisors in establishing and conducting food order education meetings on dairy orders. At the present time there are 55 meetings being held or scheduled under FDO No. 8, and educational meetings on other Dairy and Poultry product orders will be held as rapidly as plans can be completed.

Sales announcements on dried eggs, shell eggs, evaporated milk, and administrative work relative to the national purchase programs of dairy and poultry products are handled by the Division. This includes recommendations concerning methods of offering, types of packaging, and other inquiries pertinent to these activities.

The Division conducts periodic surveys of all egg breaking and drying establishments in the Midwest Region. It is the responsibility of the Chief of the Division to approve all new installations and to recommend changes in existing equipment where necessary.

Requests for and certificates covering distribution of butter for hospitals are handled by the Division. To date 701 certificates covering 269,039 lbs. of butter have been handled for 271 hospitals.

The Division processes recommendations from the Regional OPA offices on increases in producer milk price ceilings in areas of 25,000 population or less. To date, 18 recommendations have been considered and approved.

The administrative direction of the Dairy and Poultry Market News service in the Midwest Region is the responsibility of the Division Chief, and it is his function to correlate and coordinate dairy and poultry activities within the region with other Government and military agencies. The Division Chief has the assignment of Deputy Administrator of FDO No. 15.

FRUIT AND VEGETABLE DIVISION

Procurement of fresh fruits and vegetables under all Section 32 price support programs and to some extent for other programs such as Lend-Lease, War Shipping, etc., is supervised by the Fruit and Vegetable Division of the Regional Office. Representatives of the Regional Fruit and Vegetable Division are sometimes stationed in the field to assist the State and Area Supervisors during periods of peak purchases. As of February 12, 1944, over 800 carloads of late potatoes have been purchased in the states of Minnesota, North and South Dakota, Iowa, Wisconsin and Michigan. Fifty-six cars of onions have been contracted for in Michigan for Lend-Lease requirements. In addition to the Lend-Lease purchases of onions, the Office of Distribution has assisted the War Shipping Administration

in the purchase of approximately 50 cars of onions in Michigan and Minnesota. Destinations for shipments of potatoes purchased under the support program are secured by the Regional Civilian Food Requirements Division and close coordination on the shipments is maintained between that Division and the Regional Fruit and Vegetable Division.

This region works with other regions of the Office of Distribution in the marketing and disposal of surplus fresh fruits and vegetables of a seasonal nature. At the present time assistance is being rendered the Southwest Region in the movement of surplus cabbage supplies, both for fresh market and manufacture into kraut.

There are approximately 28 dehydration plants in the region. The Regional Fruit and Vegetable Division maintains a field representative who works closely with all dehydration plants in the Midwest Region. This advisory service has resulted in better operations in most plants, with resultant increase in production. In cooperation with the Regional Compliance Division a survey is being made regarding overhead costs of each dehydrating plant working on Government contracts in order to make definite price recommendations on new contracts.

The Regional Fruit and Vegetable Division is devoting considerable attention to the handling of food orders on fresh fruits and vegetables as well as processed fruits and vegetables at the regional level. The Division also supervises investigations and makes recommendations on applications for priorities for marketing and processing equipment, storage facilities and supplies of tin or glass by processors.

Administrative direction of fruits and vegetables market news and inspection offices in the Midwest states is a function of the Regional Fruit and Vegetable Division.

